
10.50 Transportation

10.50.10 What types of transportation costs are reimbursable?

Reimbursable transportation expenses include the costs of all necessary official state business travel on railroads, airlines, ships, buses, private motor vehicles, and other usual means of conveyance.

10.50.20 Reimbursement for privately-owned motor vehicle use

10.50.20.a The agency head, or authorized designee may authorize the use of a privately-owned motor vehicle in the conduct of official state business when it is more advantageous or economical to the state that a person travel by a privately-owned vehicle rather than a common carrier or a state-owned or operated passenger motor vehicle. Central Fleet Management will provide guidance to agencies as one guideline for assisting in making such a determination. Agencies, as part of their required, positive system of control over travel, must adopt these guidelines for satisfying the "more advantageous or economical criterion". Travelers should check with their agency for availability of a State vehicle.

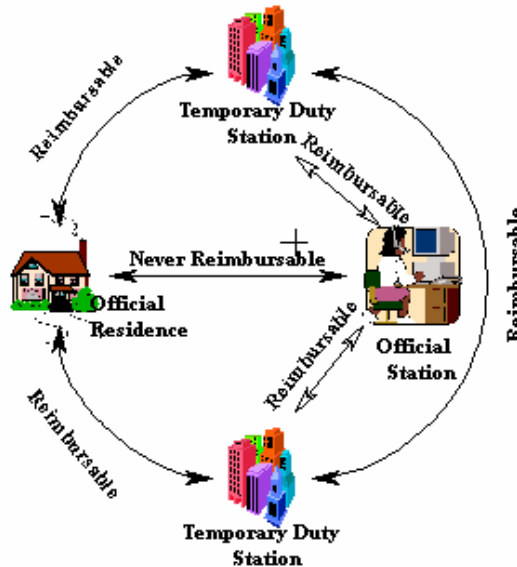
Reimbursement for the use of a privately owned motor vehicle on official state business is to be at the private vehicle mileage reimbursement rate in effect at the time of travel as established by the collective bargaining agreements negotiated by the State of Maine and the various employee bargaining agents, and Title 5, Subsection 8.

10.50.20.b Point-to-point mileage in the state is to be determined on the basis of the distances shown on the latest Department of Transportation Official State Highway Map or other standard highway mileage guide. Out-of-state mileage is to be determined on the basis of standard highway mileage guides.

"Vicinity" or local miles, as determined by odometer readings, may be shown on the Travel Expense Voucher as a separate figure.

10.50.25 Restrictions on reimbursement for privately-owned motor vehicle use

10.50.25.a The following diagram depicts reimbursable and non-reimbursable privately owned vehicle (POV) mileage.



Daily commute transportation expenses between the traveler's official residence and official headquarters (or agency approved telecommuting site) is a personal obligation of the traveler and is not reimbursable by the state. All other miles driven on official state business are reimbursable.

Following are general guidelines and examples of Privately Owned Vehicle mileage reimbursement:

- Travelers may be reimbursed for miles driven between their official headquarters **or** official residence and a temporary duty station, whichever is less. When traveling directly from the official residence to the temporary duty station, reimbursement is authorized from the official headquarters on the way to and from the temporary duty station.
- Working during hours or days that the employee is not normally scheduled to work **does not** entitle the employee to reimbursement for transportation mileage expenses incurred between their official residence and their official headquarters.

Example: An employee works 10 hour days Monday through Thursday and has Fridays off. The employee is required to come into the office on Friday, to take care of an emergency. The employee leaves from home and travels to the office to take care of the emergency and returns home. The employee is not entitled to mileage reimbursement, since the trip is considered the employee's normal commute.

- When an employee is assigned to work at more than one location (building) within their official headquarters, they may be reimbursed only for the miles driven between the work locations. The mileage from home to the additional work/training location is not reimbursable if it is in the same city as the official headquarters.

Example: An employee's official residence is in Gardiner and official headquarters is in Augusta. The employee travels from home directly to training in Rockland. After training the employee goes by the office in Augusta to do some work before returning home. The miles driven between Augusta and Gardiner are considered the normal commute and therefore not eligible for reimbursement. However, the miles driven between the work/training locations are reimbursable.

- 10.50.25.b Because of the potential of misuse in this area, agencies are cautioned to strictly adhere to Section 10.10, Travel Management Requirements and Restrictions. Agency written internal policies and procedures are to be established to ensure **all** claims for personal vehicle mileage are for travel that is **both critical and necessary** for state business.
- 10.50.25.c Reimbursement for the use of a privately owned motor vehicle is payable to only one traveler when two or more travelers are traveling in the same motor vehicle on the same trip.

10.50.30 When may a rental motor vehicle be used?

- 10.50.30.a A rental motor vehicle may be used for official state business under the following conditions:
- A state owned or operated motor vehicle is not available; or
 - The use of the rental motor vehicle is advantageous to the state, or more economical than other conveyance, or necessary state business cannot be accomplished otherwise (e.g., mail, telephone, etc.); and

- Use has been approved in advance by the agency head or authorized designee.

10.50.35 Restrictions and requirements on rental motor vehicle use

- 10.50.35.a Rent motor vehicles from rental firms approved by the Department of Administrative and Financial Services, Bureau of General Services, Division of Purchases.
- If the traveler does not have access to a state travel card, the traveler's personal financial resources may be used to obtain the rental motor vehicle.
- 10.50.35.b When the traveler is billed individually and seeks reimbursement for purchase of rental car services, the traveler should attach the original receipt for the costs to the Travel Expense Voucher. Record the date and purpose of the trip on the Travel Expense Voucher.
- 10.50.35.c Transporting of unauthorized passengers in a rental vehicle is considered a personal decision. The state of Maine will not provide excess liability protection to any unauthorized passengers in the event of an accident.
- 10.50.35.d The state policy for rental of motor vehicles does not authorize vehicles to be used for other than official state business. Therefore, when a traveler couples a personal vacation with official state business, the traveler is expected to execute a personal contract to rent a motor vehicle for the vacation portion of the trip.
- 10.50.35.e Since the use of rental motor vehicles makes it difficult to segregate charges between official use and occasional incidental personal use, the agency head or authorized designee is to establish written internal policies in accordance with Subsection 10.10.10 to guard against abuse and require the traveler to pay for all personal miles driven.

10.50.40 Agencies may purchase airline and other common carrier tickets in advance under certain conditions

When an agency determines it can save money by taking advantage of discounts offered by a common carrier for advance bookings and payments, it is authorized to pay for airline or other common carrier tickets prior to a scheduled trip if the following conditions are met:

1. The ticket is purchased competitively after receiving three bids, one of which may be an internet quote. The seller must be an approved vendor.
2. The agency retains control of the ticket or E-Ticket authorization numbers(s). Tickets or E-Ticket authorization numbers should be provided to travelers in a timely manner in advance of travel to avoid last minute problems.

10.50.45

How to purchase airfare

- 10.50.45.a State agencies **should use** the air travel services provided by air carriers through contracts they have awarded with the various travel agents, or via the Internet if the ticket cost is lower than the travel agents.
- 10.50.45.b All purchases of air travel arrangements **should be made** through a travel agency or direct from the airlines except for:
- Emergency situations that have been approved by the agency-designated travel coordinator.
 - The purchase of International (excluding Canada) discount air fare tickets per Subsection 10.50.45.d.
- 10.50.45.c Air travel arrangements should be made using the American Airlines account. When emergency situations arise and the air travel account is accessible, or the traveler has a State of Maine travel card these options must be used before an employee pays for the cost of airline travel with personal resources. It will be up to the agency's management to authorize reimbursement of charges made with a personal credit card or other personal resources.
- 10.50.45.d Discount air fare tickets for **international routes (excluding Canada)** may be purchased from an air travel wholesaler who is not a qualified travel agent if the following conditions are met:
1. There is no state contract fare for the international routes to be traveled.
 2. Quotes (telephone or written) have been requested from at least three qualified travel agencies, one of which may be an internet quote, for the required itinerary. Written documentation of the quotes should include, at a minimum, name of agency person obtaining quote, date and time of quote, and travel agency from which the quote was obtained.

3. International air fares can be obtained at a lesser price (than fares quoted by the qualified travel agency) from another travel agency or an air travel wholesaler for the same required itinerary.
4. The air fare price quotations from the qualified travel agencies are retained together with the documentation of the wholesaler's air fare.

10.50.50	Airline contracts and limitations on reimbursement
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Reimbursement shall be at the lowest applicable air fare **not to exceed** tourist class or its equivalent. This reimbursement limitation may be exceeded, if necessary, for the Health and Safety of the traveler (Subsection 10.10.35), and when disabled persons (and a personal care attendant, if necessary for the disabled person to travel) are required to travel.

10.50.55	Criteria and limitations for airport selection
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10.50.55.a	Use the criteria for selecting travel alternatives stated in Subsection 10.10.20 for airport selection. In most cases, this means agencies must select the most economical alternative.
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10.50.55.b	Use of the local airport is assumed to result in travel expenses that are most economical to the state. Travelers are expected to use their local airport when traveling by regularly scheduled air service on state business, unless an alternative meets one of the criteria and conditions noted in Subsection 10.10.20.
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A "Local Airport" is the airport that offers regularly scheduled air service that is closest to the point from which travel begins. In most situations it would be the airport closest to the traveler's residence. For out-of-state destinations, the closest airport that provides direct out-of-state flights may be considered the local airport.

The traveler is to provide documentation to support a decision to use an airport other than the local airport.

If the traveler chooses another airport for reasons other than those specified in Subsection 10.10.20, the traveler must bear any costs in excess of the most economical costs.

10.50.65 **Limitations on reimbursement for non-air common carrier costs**

Normally, the maximum reimbursement for transportation expenses via non-air common carriers is the lowest applicable fare not to exceed the lowest class fare. This reimbursement limitation may be exceeded if necessary for the Health and Safety of the traveler (Subsection 10.10.35), and when disabled persons (and a personal care attendant, if necessary for the disabled person to travel) are required to travel.

10.50.70 **How changes in itinerary affect reimbursement**

If there is an authorized change in a traveler's itinerary while on travel status to conduct official state business, the traveler, whenever possible, is to pay the added cost using the corporate travel card. If the traveler does not have access to a corporate travel card, the traveler may pay for the added cost from personal financial resources. The traveler is to attach the receipt for the added cost to the Travel Expense Voucher, or reference the agency file location.

In all cases where a traveler is billed individually and is seeking reimbursement for purchase of air carrier services, original receipts are to be attached to the Travel Expense Voucher, or reference the agency file location.

10.50.75 **May the traveler purchase common carrier transportation from personal financial resources?**

Except as provided in Subsection 10.50.70, a traveler may only use their personal financial resources to purchase common carrier transportation in an emergency situation.

When a traveler is billed individually and seeks reimbursement for purchase of common carrier services, the traveler must attach receipts to the Travel Expense Voucher or reference the agency file location.

10.50.80 **Refunds for unused transportation services**

The agency should receive a refund for unused tickets. In the current year, the agency is to treat such refunds as recoveries of expenditures.

